



KENTUCKY DEPARTMENT OF EDUCATION SCHOOL-BASED DECISION MAKING NEWSLETTER

March 2012

SBDM Election Time

Many schools are preparing for school council elections. The district SBDM coordinator should ensure that parent and teacher elections are conducted equitably and smoothly. Below are some tips as districts and schools prepare for school council elections:

1. Be aware of the procedures used for teacher and parent representative elections in each of your schools. Teachers and parents must establish their own election procedures. These procedures should be written and agreed upon by members of each role group. Teacher and parent, as they relate to school councils, are defined in the SBDM statute [KRS 160.345(1)(c-d)].
2. In the election of teacher members, only teachers can nominate, vote and serve on the school council. Part-time and/or itinerate teachers may participate in teacher elections for each school in which they are employed. Teacher elections are conducted without principal involvement. A teacher member is elected to the school council by a simple majority (i.e., one more than half). As an example: if a school had 30 total teachers, then a teacher representative would need 16 votes to be elected.
3. Parents conduct parent elections. The largest parent organization in the school (e.g., PTA, PTO) conducts parent elections. If a parent organization does not exist in a school, elections are conducted by the largest group of parents formed for the purpose of electing school council representatives. Parents of students pre-registered to attend are eligible to participate in parent elections, including incoming kindergarten students. Any parent with a child who will be enrolling from a feeder school (e.g., 5th-grade students going to middle school, 8th-grade students going to high school) can participate in the receiving schools' parent elections. Unlike teacher elections, parent school council representatives are elected by plurality.
4. Schools with eight percent or greater minority populations, as determined by the previous year's October 1 enrollment, are required to have minority representation on the school council. If a minority school council member is not elected in the first election, the school principal is responsible for conducting an additional election for a minority teacher and parent representative. The Kentucky Department of Education (KDE) will notify applicable districts by October 1 of each year concerning minority membership requirements.

5. Election results are to be reported to the principal as soon as the election is completed. All election results, including ballots and tally sheets, are to be retained with the school council records for at least three years.

Frequently Asked Questions

Q: Are school media specialists required in each schools staffing allocation formula?

A: Yes, [KRS 158.102](#) requires that all schools have a school media librarian. This school media librarian may be shared among two or more schools with the consent of the school councils at each of the schools.

SBDM Partner Training Session Rescheduled

Due to unforeseen circumstances, the SBDM Partner Training Session schedule for March 19 in Frankfort has been cancelled and rescheduled as a WebEx on March 21 at 9:00 EST. Within the timeframe available, this was the best alternative possible. Those that had pre-registered for the March 19 session will automatically receive invitations to this session. Other district coordinators that for one reason or another are unable to attend one of the sessions previously scheduled may register for this WebEx session. KDE encourages those partner organizations that were sending multiple persons to the March 21 session to be creative and have several share one computer to view the session. One idea is to use a projector from a computer station so that multiple persons can view the presentation. Additional persons may pre-register for the WebEx by contacting Lisa at KDESBDMPProject@education.ky.gov. Registration will close at COB Monday, March 19. Materials will be sent via email prior to the session. WebEx only has a maximum of 28 participants for each session. This session will be repeated in late April.

Staffing Allocations

If a school district is revising a staffing allocation policy for the 2012-13 school year, KDE must review and provide comment before May 1. Please forward draft allocation procedures and the formula that the district will be using to determine the school council allocations to the SBDM Mailbox at KDESBDMPProject@education.ky.gov. For questions or assistance, please contact Phil Daugherty at phillip.daugherty@education.ky.gov or (502) 564-3791.

Staffing Allocation Tool

To assist districts with the staffing allocation process, KDE has a [staffing allocation tool](#) located on the SBDM staffing allocation Web page. Districts may utilize the staffing allocation tool to help with the allocation process. For questions or assistance, please contact Phil Daugherty at phillip.daugherty@education.ky.gov or (502) 564-3791.

SBDM Position Available at KDE

KDE's Office of District 180 (OD180), Division of Consolidated Plans & Audits, in Frankfort (Franklin County) has an opening for an Education Administration Program Consultant I. This position will oversee the Training Network for SBDM as well as other SBDM duties. Minimum requirements for the position include being a college or university graduate with a master's degree in education and having three or more years professional experience in education, vocational education or a related field. If you know of an interested and qualified person for this position, more information can be located on the [KDE Jobs Web site](#).

For questions concerning SBDM, contact us at:

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